

# memorandum

date September 9, 2009

to Chehalis River Basin Flood Authority

from Board Advisory Committee

subject Early Warning System

One project the Flood Authority identified for early action was the development of an Early Flood Warning System. This System was proposed in response to perceptions in the basin that some areas do not receive adequate flood warning and the findings of the recent Chehalis River Basin Stream and Precipitation Gauge Report (March 2009, see Lewis County web site). The report included a recommendation to improve local forecasting and emergency response.

The Flood Authority initiated a Request for Qualifications (RFQ) to solicit qualifications from firms or individuals interested in providing consultant services to help the Flood Authority design and implement an early warning system. An RFQ was issued Aug 10 with a closing date of Aug 24 seeking consultant services to help develop an early warning system and coordinate with the existing flood management plans.

Four firms responded to the RFQ:

- DHI, Portland, Oregon
- Distinctive AFWS Designs, Inc, Leicester, North Carolina
- Riverside Technology, Inc, Shingle Springs, California
- WEST Consultants, Inc, Bellevue, Washington

The Flood Authority asked the Board Advisory Committee to review the Statements of Qualification (SOQs) and to recommend a firm to the Flood Authority to contract for services. The Board Advisory Committee and ESA Adolfson reviewed the SOQs and met September 3<sup>rd</sup> to discuss the firms and make a recommendation to the Flood Authority. Steve Winter of ESA Adolfson provided a technical review as a basis for the BAC discussion and subsequent recommendation.

Consultants were evaluated based upon the qualifications and experience requirements listed in the RFQ:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge.
- Past performance and references
- Success in working with public sector clients, including effective public involvement, and tribal government.

While all of the four firms were generally well qualified based on these criteria, the BAC felt that WEST was more qualified. The WEST team had the ability to leverage on their current contract with the Emergency Management Division (EMD) in Washington State. Their proposal was clear and succinct; they had fewer consultants involved (4); they were familiar with Washington; they were working on a contract with EMD; and, because they are a Washington based firm, they would spend less money on travel expenses and more effort producing a product for the Flood Authority. The BAC recommends WEST.

After making their decision to recommend WEST, the BAC asked ESA Adolfson to write a letter to WEST asking for a scope and budget to be submitted prior to the FA meeting on the 17<sup>th</sup>. That added information should be available for you to consider as well in making your decision on the 17<sup>th</sup>.